



JOB SEEKERS SKILLS WORKSHOP

Department of Workforce Services Workshops

162 North 400 East, St. George, Ut. 84770

Next Session: _____

5 day comprehensive workshop meets from 9AM - 1:30PM

(Must be on time, No Children Allowed)

No Charge to Attend

Career Exploration and Planning

Effective Job Search Techniques

Skills Identification

Using Technology & Workforce Information

Completing Job Applications & Skills Cards

Resume Preparation & Resource Center Overview

Interviewing, Self Marketing & First Impressions.

Planning & Organizing Your Job Search

Monday Morning Job Club

Sessions will be held every Monday Morning except Holidays

Job Club meets each Monday from 9:00 AM - 12:00 PM. Open entry/ Open exit.

Topics Covered: Identifying and overcoming barriers to employment success; Work ethic, workplace behavior and meeting employer expectations; Teamwork, cooperation & customer service; Understanding company needs, culture and climate; Identifying and shopping for your needs and marketing yourself to local employers; Career mobility and enhancement; Know your rights; Expanding your vision; Practicing assertive communication in the workplace; and Practicing life management skills in the workplace.

Please fill out and return bottom portion



Workshop Registration

Name _____ SS# _____

Job Seekers Skills Workshop: Month of the Workshop you would like to attend:

January 6-10

February 10-14

March 10-14

April 7-11

May 12-16

June 9-13

July 7-11

August 11-15

September 8-12

October 6-10

November 10-14

December 8-12

Monday Morning Job Club:

Monday Mornings 9:00 AM- 12:00 PM